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Files, Store Records, WST * * -2/23/65 American Cyanamid Cuts Costs With New System; Federal Rules Add to Paperwork Bulk

By GEORGE MELLOAN Staff Reporter of THE WALL STREET JOURNAL NEW YORK-A few years ago investigations Federal agencies forced Pan American world Airways to save all its records, instead periodically destroying them. In four years ne contents of Pan Am's files donoled and if i the papers it was saving had been piled in single stack they might har scraped the ngs of a jet flying at 25,000 feet.

With the investigations ended, the airline. w has climbed out of its paper fogbank. But a speed and immensity of its file build-up iltrates why more and more companies are ving heavily on the file-clearing expertise of reialists called records managers or archi-115

With business booming, American office rkers are generating letters, vouchers, order ms, bills, of lading and hundreds of other campatigat a record rate-enough to fill an dimnted to million the dram w year. At he same time, many componers are moving nto new office buildings who e space is more pensive and where an excess of filing cabiis spoils the aesthetic effect office designers oved hard to achieve.

It's the records control maialist's job to co to it that outdated papers a tossed away, apportant ones kept on an papers that to neither useless nor upon an kept in some not where they can be so red cheaply and gotst to if need be. At the same time, he strives a see to it that all information stored by the toropany, even in personal files, can be quickobtained.

"stwar Development

Systematic records management and disposis largely a post-World War II development. ing companies have adopted it only in recent ors. The National Records Management ancii (NRMC), a non-profit research and adagency based in New York City, estiales that the number of specialists in the id, judging from membership in three prosional associations, has more than doubled the past decade.

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estimated all its file cabines together would make a row 50 miles long. ARMC says it has Files, Store Records helped 400 major companies and un records con-

trol facilities in recent years. "It would be rare to find any company do-

pronged Manualtan-based comparise which like here 10,500 cubin feet of files, enough to

trols to keep files from balls and, Leahy's four recover storage centers -- 12 New York City, Whate puse, N.J., Elk Grove, Village, Ill., and Minne. Fla -resemble highstack libraries except that the stacks contain the class class is to me time, Leahy often file boxes instead of books. Leahy has 150 clients, 60 more than five years are including Pan Am, Florida Power & Light Co. Metro-Goldwyn-Mayer, Inc., and Singer Manufacturing Co. Records on file in its Whitehouse conter range from bank trust account ledgers de ing back to 1852 up to such surrent mate sadas copies of payroll checks, which usually are

tossed out after two years. Storage Schedules

Leahy archivists, working with the cheft, assign each type of round a retention schedwhich sets a time on now long it will be kept in storage. A very few, including most trust ledgers, are approximently. Some, such as extra comes of outgoing correspondence, are tossed out when six months. At Learny storage centers work a need to it that the result schedules are followed and also fish to again of their stacks of answer client importes. A large company, which admit do records, normally wold . . v between and a \$5,500 a year for Leady's storage this file may gement services. Mr. Cameron says.

To decide how long companies should keep each type of document, Leahy consultants use a number of guidelines. Some have been developed through research in various industries on such subjects as the clements of risk, say, in throwing out an energy eye's personnel records 10 years after he has left the company. But the most important guides are supplied by Federal and state governments in lists of rules on retention of records.

he Interstate Commerce Commission alone has 258 separate retention regulations for railroa airlines and other carriers to follow. For instance, records of a damage claim must be

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age Co. in Las Anomics, offer corporations a More Companies Turn records storage service while many large firmal

ing in excess of \$100 million in business annually that has not done a melbing a this field," says Christopher A. Came on a resident of Leahy Archives, Inc., and finally b Co., a two pronged Manuallandaries of the settle-ment. Heavily against description will pronged Manuallandaries. stores records and help companies set up con- till about 1,000 four-detwer file cabinets, com-trols to keep files from balls one. har regulated company. Leahy's Mr. Cameron

> when it amount has not had finds it can 📝 8 👓 half the records without serious deal of along something important. Such a how ocleaning, coupled with new retention schedules and other changes, cut American Cyanamid Co.'s annual record-keeping costs by some \$85,000 a few years ago. Remail of space a mapied by each office file stuet, plus amortism on of the cabinet's ini-

> il ozt. was costing Cyanamid \$8.72 a year. Files in storage were co \$2.76 annually per cabinet to keep. I ea sed out 54% of the storage record and soyed or transferred to storage i Sa Ci. office records.

Studies show ... ec: mit \$140 a year to maintain . 7e · binet, includ-AF . ing the South setting All space costs PARITIC PARCE or. management consultant has est te of each 100 places of paper filed th re well-run office only 20 will eve ...ick for reference.

Leahy & Apecializa g igly in helping com retain : of the best thoughts 😙 Joyes who and throughout their care as all y to the athe memos. notes and oth personal 5 of scientists lawyers and other process. re lost to the company what the man or leaves, Mr. Cameron sa Leahy spec ... currently are working will, the research i a major oil company try to raw ant findings out of personal records and appropriate them into a Contral sweet which a researcher. tackling a problem can dr va. The same approa... is being " | w... cal large law offices.

This intermation : ofte vantable even be fore a man leave since employes in some firms are known abor hard on problems nat lie solved in her employe's files, Mr ameron savs.

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